

Wright State University

CORE Scholar

Ohio IR Day

Fall 2017 Meeting

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Digital Preservation - Policies and Practice

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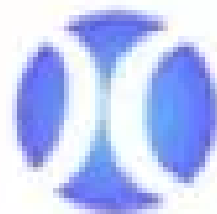
Digital Preservation: Policies and Practice

Ohio IR day – 2017 November 14
Eric Johnson

Institutional Repositories



DSPACE



CONTENTdm[®]

Institutional Repository

- Backups
- Fixity checking (cosmic ray errors)
- Content migration
- Administrative metadata
- All actions must be reversible
- Track who did what and when

We chose Preservica for
preservation



Implementation

- Webinars
- Learning to migrate content
- Building batch workflows
- Extra scripts to create metadata bundles

New items

- Batch migrating old items is different from
- Ingesting new items into the IRs + Preservica.
- New workflows
- New policies

Public Preservation Policy

- To help staff make decisions
- To enforce and justify those decisions
- We looked at 3 dozen examples
- Most were based on Cornell's

Cornell's policy

Cornell University Library Digital Preservation Policy Framework

December 2004

Purpose

This document formalizes Cornell University Library's (CUL) continuing commitment to the long-term preservation of its diverse and extensive range of digital assets. CUL recognizes that a fully implemented digital preservation program has a reliable and sustainable digital archive at its core, compliant with prevailing standards and practice. This program contributes to the University's mission to enrich the intellectual life of the University by fostering information discovery and intellectual growth, nurturing creativity, partnering in the development and dissemination of new knowledge, and ensuring access to this corpus of information over time. CUL is committed to realizing this digital preservation program vision.

Mandate:

CUL's mandate for digital preservation is at least five-fold:

- *Scholarship:* Realizing Cornell University's mission led to the maintenance of a library system to support scholarship, teaching, and learning. As more resources and services associated with these functions become digital, CUL's responsibilities must expand to include the identification, stewardship, and preservation of designated digital content.
- *Institutional records:* The University has charged CUL with maintaining the University Archives by collecting and preserving university records, including those in electronic format.
- *Legal obligations:* The University has mandated responsibilities to preserve and maintain access to certain digital objects, as well as responsibilities as a designated land grant institution. Some legal obligations derived from Federal and State laws require us to maintain files in an archival fashion.
- *Organizational commitment:* CUL's commitment to digital preservation is explicitly cited in the Library's *Goals and Objectives* as Goal II, objective 1, which calls for establishing a common depository system capable of ensuring systematic management and long-term preservation of digital collections, and in Goal II, objective 6, which calls for working with the University to establish a

Cornell's Digital Preservation Policy

- Purpose – what they are going to do
- Mandate- why they have the authority
- Objectives – specific goals to meet purpose
- Scope – Classes of what are they going to preserve
- Operating principles – how they are going to meet the objectives
- Roles/Responsibilities – Which position does what

Cornell's Digital Preservation Policy

- Selection and Acquisition – criteria for selecting items for preservation
- Preservation – which preservation activities
- Access/Use – Format migration decisions
- Challenges – each institution will have their own
- Cooperation/Collaboration – to develop preservation practices

What will we preserve?

- Scholarly works
- Digitized material
- Datasets

What won't we preserve?

- Emails
- Websites
- Work in progress

Triage, process initiation

- Form for initiating a digital project
- Name of project
- Contact information
- Description of project
- Size of anticipated digital files
- File types
- Anticipated format migration needs
- Etc.

Our Progress

- We are still in the process of developing our policy.
- Depends in part on the workflows and personnel positions.
- Draft the policy with positions and duties rather than named people.
- Have multiple people who can perform the same task.

Questions?

